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| <b>Applications accepted from:</b>   | <b>ALL PERSONS INTERESTED</b>   |
| <b>Job Classification</b><br><b>Posting Number</b><br><b>Department</b><br><b>Division</b><br><b>Section</b><br><b>Reporting Location</b><br><b>Workdays &amp; Hours</b> | <b>PLANNER</b><br><b>PN# 103765</b><br><b>PLANNING AND DEVELOPMENT</b><br><b>PLANNING DIVISION</b><br><b>DEVELOPMENT SERVICES</b><br><b>611 WALKER 6<sup>TH</sup> FLOOR</b><br><b>M - F, 8 a.m. - 5 p.m.*</b> |
| <i>*Subject to change</i>  |   |

  

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Assists in conducting research and analysis of current real estate development projects. Will utilize the state's Local Government Code, the city's development code and Major Thoroughfare Plan, and other governmental agencies' guidelines in the analysis of development proposals. Assists in the preparation of data and reports to the Planning Commission, boards, committees and other agencies. Provides information and consults with organizations, developers, the business community and the public. Interacts with other city departments and other governmental agencies. Works on the preparation of policies on area wide development. Works in a team environment.

**WORKING CONDITIONS**

This position is physically comfortable; the individual has discretion about walking, standing, etc.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Master's Degree in Urban Planning, Architecture, Civil Engineering, or a closely related field.

**MINIMUM EXPERIENCE REQUIREMENTS**

No experience is required. A Bachelor's Degree in Urban Planning, Architecture, Civil Engineering and two (2) years of related experience may be substituted for the education requirement.

**MINIMUM LICENSE REQUIREMENTS**

A valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

**PREFERENCES**

Must have good written and verbal communication skills and the ability to work effectively with all employees in a congenial work environment as well as the public. Ability to visually analyze work assignments.

**SELECTION/SKILLS TESTS REQUIRED**

None

**SAFETY IMPACT POSITION**                        X   Yes        No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to maximum salary range for this position is:

Salary Range - Pay Grade 16  
 \$1,447 - \$1,613 Biweekly      \$37,622 - \$41,938 Annually

**OPENING DATE**                                      **March 30, 2005**

**CLOSING DATE**                                     **April 12, 2005**

**APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD phone number is 713-837-9496.

An equal opportunity employer